

**EXHIBIT 5, PROPOSAL CHECKLIST** (as of Sep 4, 2013)**EXHIBIT 5 PROPOSAL CHECKLIST**

The Proposal Submission **MUST** include this document and the following documents:

Check Mark	Document	If NOT Included, why not (or attach reasons)
	Letter of interest, describing company and experience	
	Lease Proposal Form completed with Acknowledgements and Certifications (when appropriate) signed	
	Proof of ability to control property and/or of representation of owner	
	A project schedule identifying estimated occupancy date and date of beneficial occupancy.	
	An area map that identifies the building location, major arterials and public transportation routes.	
	<p>A detailed (11" x 17") site layout (to scale) in visual schematic form, indicating true north.</p> <ul style="list-style-type: none"> <li>• Show building orientation and relationship to the site; ingress and egress for autos and pedestrians; access and traffic flow; parking and number of stalls; vehicle and pedestrian circulation pattern and loading/service area; and location of exterior lights and signage.</li> <li>• Show potential areas for future expansion.</li> <li>• Show accessibility pathways to site, through site, and to building entrances</li> </ul>	
	<p>One scaled hard copy and one electronic version (AutoCAD preferred) of the shell and core plan for each floor included in the proposed premises is required. At a minimum, the shell and core plan must include:</p> <ul style="list-style-type: none"> <li>• All structural elements and limitations (columns, load bearing walls, etc.)</li> <li>• All entrances and exits</li> <li>• All existing non-structural partitions</li> <li>• All existing windows</li> <li>• All existing restrooms</li> <li>• All elevators</li> <li>• All mechanical, electrical, and telecommunications rooms</li> <li>• Display of building elevations (photos if an existing building) showing exterior materials, window treatment and sill and head height and spacing.</li> <li>• Show roof and parapet treatment and material and mechanical equipment locations.</li> </ul>	
	A detailed HVAC system description, including but not limited to, zoning, energy conservation features, control systems, utilization of outside air and filtration system and efficiency. Attach additional documentation as necessary.	
	A detailed description of the existing lighting system including its age, capacity, and energy source. Attach additional documentation as necessary.	
	A verification of the capacity of the electrical service available in the proposed space	
	A description of the existing or planned data service to the proposed space	
	A description of any existing or planned cable management plan	
	A description of any existing or planned building access security system	
	Energy Star® rating or energy audit results or actual utility billing data for the previous 12 months	
	LEED™ rating and certification, if any	
	Schematic floor plans showing overall dimensions, column location(s), bay spacing, and permanent elements such as mechanical equipment, structural walls, restrooms and elevators. Indicate location of building entrances, foyers and lobby, and location of exits and stairways.	
	Building sections showing length and width of building, wall materials, thickness, floor-to-floor heights, ceiling heights and overall building heights.	
	Lease Cost Proposal, including estimated Initial Costs and estimated Operating Costs	
	Alternatives (if any) to Leased Space Requirements and/or agency addendum (when required) Addendum, and any other performance requirement (Using the form in Exhibit 4)	
	Additional attachments/documents	